

DATE: May 3, 2004

TO: CITY CLERK

FROM: Lancaster Elementary School  
Angela A. Garcia  
9230 Elgin Dr.  
El Paso, Texas 79936

CITY CLERK DEPARTMENT  
2004 MAY 6 AM 11 45

Telephone No. (915) 434-3400  
(8:00 AM - 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

May 11, 2004

Item should read as follows:

Lancaster Elementary School to block off Elgin Dr. between Spalding Way & Brandywine Rd; Brandywine Rd. between Elgin & Nottingham Dr. on May 13, 2004 from 9:00 a.m. to 10:30 a.m. for a book parade.  
Parade route: Start at 9230 Elgin Dr. to Brandywine, turn right on Brandywine Rd., to Nottingham, turn right on Nottingham to Excelsior Rd. and finish at the school playground at 9230 Elgin. Approximately 800 persons will take part and 100 spectators are anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 6) [Angela A. Garcia]

SPECIAL INSTRUCTIONS:

PERMIT # 04-040

BUILDING PERMITS & INSPECTIONS USE Item No. \_\_\_\_\_

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

☒ PARKS DEPARTMENT

☒ ENGINEERING/TRAFFIC

☒ TXDOT

☒ STREET DEPARTMENT

☒ CIVIC CENTER

☒ COMPLETE

**REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. (Please note: a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

Lincoln Elem. School

(Person/Organization)

Contact Person:

Angela A. Garcia

Name

9230 Elgin Dr. El Paso TX 7993

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

Book Parade

(Moving)

☒ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☐ Other: \_\_\_\_\_

(Stationary)

☐ Block party

☐ Bazaar

☐ Festival

☐ Sidewalk Sale

☐ Other: \_\_\_\_\_

3. Date of Event:

Thursday, May 13, 2004

Total Time of Event:

from 9:00 AM to 10:30 AM

(Time)

(Time)

Time in which police traffic control services will be needed:

from \_\_\_\_\_ to \_\_\_\_\_

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

5/11

## 4. Approximate number of participants:

500 Persons        Vehicles        Animals        Other Specify:       

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 100

## 6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

School activity

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number:       

## 7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

See map attached - Block off Elgin Dr  
between SPALDING WAY & BRANDYWINE RD; BRANDYWINE  
RD BETWEEN ELGIN & NOTTINGHAM DR; PARADE -  
Start at 9230 Elgin to Brandywine, turn right  
on Brandywine Rd to Nottingham, turn right  
Nottingham to Escelsior & FINISH AT PLAYGROUND

Location of assembly area, if separate or different:

**IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:**

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used:        Yes   X   No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

Self-cleaning

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filing out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

[Signature]  
Signature of Applicant

April 30, 2004  
Date

For

Lancaster Elem. Bilingual Study Group  
(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

V52009

Revised 07/2002

For Office Use Only

Event: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

\$15.75 Fee Paid: 0411905-1 04/30/2004 003 11

\$21.00

City Council Hearing: MAY 11, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT**

EVENT: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

LOCATION BLOCK OFF ELGIN DR. BETWEEN SPALDING WAY & BRANDYWINE RD.,  
BRANDYWINE RD. BETWEEN ELGIN & NOTTINGHAM DR.  
PARADE: 9230 ELGIN, BRANDYWINE, NOTTINGHAM, ESCELSIOR &  
SCHOOL PLAYGROUND

DATE OF EVENT: MAY 13, 2004 FROM 9:00 A.M. TO 10:30 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

# Book Parade Route

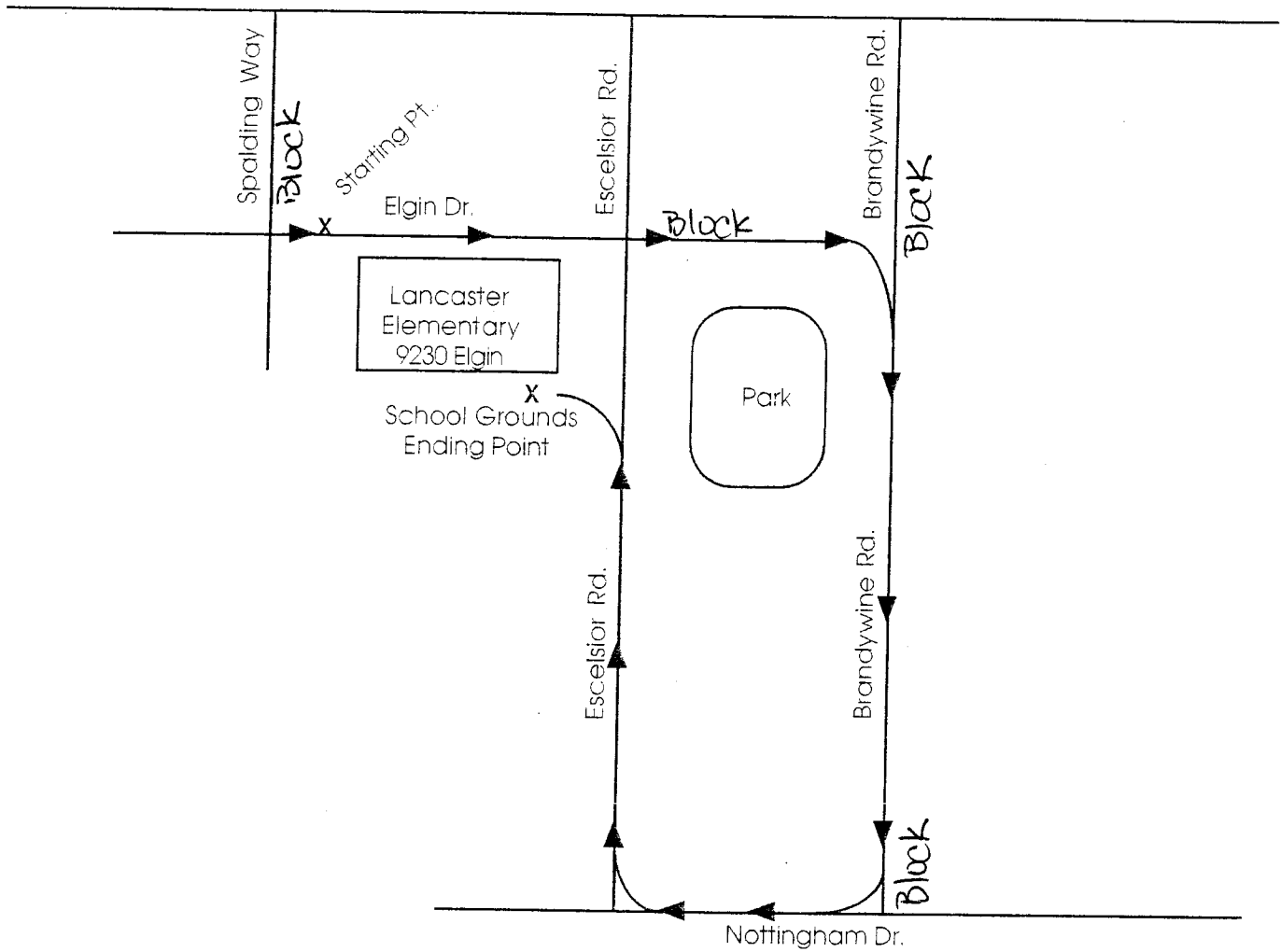
Lancaster Elem.

Thursday, May 13, 2004

~~8:30-10:00am~~

9:00 - 10:30 A.M.

North Loop Dr.



1 of 3

NORTH LOOP STREET

R11-2

SPALDING STREET

STREET

EXCELSIOR STREET

ELGIN STREET

**TRAFFIC CONTROL PLAN**  
 SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS  
 MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES  
**ONE DAY PERMIT UNLESS NOTED**

CLOSURE DATE: May 13, 2004

TIME: \_\_\_\_\_

BY: [Signature] DATE: 09-30-04  
 ENGINEERING TRAFFIC DIVISION



CW20-30



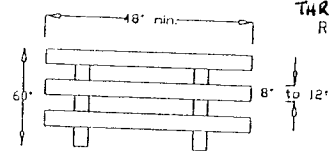
CW20-30



R11-8



TYPE III BARRICADE



LEGEND

- SIGN
- TYPE III BARRICADE

POSTED SPEED (MPH)	"X" SIGN SPACING (FEET)
30	120
35	160
40	240
45	320
50	400
55	500

NOTE: 1. FLASHING WARNING LIGHTS WILL BE USED FOR NIGHT TIME BARRICADING.

APPLICANT'S NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 DATE OF CLOSURE: \_\_\_\_\_

CITY OF EL PASO  
 ENGINEERING



PROJECT FILE

DATE

April 20, 2004

Dear Neighbor,

Lancaster Elementary School is planning a Book Parade for Thursday, May 13, 2004, to celebrate "El Día de los Niños; El Día de los Libros. The parade route will be through your neighborhood during the morning hour. We plan to start parading at 9:00 am and finish by 10:00 am. We have asked city government officials for permission to close the streets affected by the parade route. In order for the City of El Paso to issue street closure permits, we must notify all residents affected by the street closures. Please help us in obtaining these permits by completing and signing the acknowledgment below. Thank you for your cooperation and support!

Sincerely,  
Faculty and Staff

	A	B	C	D
1	Resident's Name	Resident's Address	Phone #	Resident's Signature
2	Edith Herrera	9225 Elgin	858-4704	Edith Herrera
3	RICHARD VARGAS	9227 Elgin	860-1725	RICHARD VARGAS
4	IGNACIO ESTRADA	9229 Elgin	568-1613	IGNACIO ESTRADA
5	Jorge C. Rodriguez	9231 Elgin	858-0434	Jorge C. Rodriguez
6	Rose M. A. Areola	9233 Elgin	860-1725	Rose M. A. Areola
7	Luis Barrón	9235 Elgin	85755 78	Luis Barrón
8	MARIA M. CARRILLO	9237 Elgin		MARIA M. CARRILLO
9	Esther Delgado	736 Brandywine	860-4766	Esther Delgado
10	Celia Elias	732 Brandywine	859-5728	Celia Elias
11	Patricia Jones	728 Brandywine	859-0015	Patricia Jones
12	Daniel Amezcua	724 Brandywine	858-7004	Daniel Amezcua
13	Maria H. Garcia	720 Brandywine	858-2164	MARIA H. GARCIA
14	Lema Alonso	716 Brandywine	858-6937	Lema Alonso
15	MARIA Clancy	714 Brandywine	860-0506	Maria Clancy
16		712 Brandywine		
17	LUPE Mata	710 Brandywine	860-4799	LUPE Mata
18		708 Brandywine		
19	Colores M. Padilla	706 Brandywine	253-0193	Colores M. Padilla
20	MARIA M. REYES	704 Brandywine	872-0092	MARIA M. REYES
21	GENYA Y. HERNANDEZ	702 Brandywine	872-1670	GENYA Y. HERNANDEZ
22	Guillermo	700 Brandywine	859-0665	Guillermo
23	Hector R. Buitrago	624 Brandywine	859-4085	Hector R. Buitrago
24	Candy Guerra	624 Brandywine	860-1084	Candy Guerra



April 20, 2004

Dear Neighbor,

Lancaster Elementary School is planning a Book Parade for Thursday, May 13, 2004, to celebrate "El Día de los Niños; El Día de los Libros. The parade route will be through your neighborhood during the morning hour. We plan to start parading at 9:30 am and finish by 10:30 am. We have asked city government officials for permission to close the streets affected by the parade route. In order for the City of El Paso to issue street closure permits, we must notify all residents affected by the street closures. Please help us in obtaining these permits by completing and signing the acknowledgment below. Thank you for your cooperation and support!

Sincerely,  
Faculty and Staff

	A	B	C	D
1	Resident's Name	Resident's Address	Phone #	Resident's Signature
2	LUIA M. TORRES	622 Brandywine	474-3175	Luisa M. Torres
3	JOSE MORA	630 Brandywine	839-0445	Jose Mora
4		618 Brandywine		
5	MANUEL SANCHEZ	616 Brandywine	859-8054	Manuel Sanchez
6	Raquel Reczola	612 Brandywine	858-2634	Raquel Reczola
7	Enrique Camacho	608 Brandywine		EC
8	Paulina Rodriguez	604 Brandywine	151-1511	Paulina Rodriguez
9		600 Brandywine		
10	Maria Blancas	9299 Nottingham	859-1973	Maria Blancas
11	Antonio Martinez	9295 Nottingham	860-8545	Antonio Martinez
12	ALV RODRIGUEZ	9279 Nottingham	858-1865	Alv Rodriguez
13	Jaime Nomen	9287 Nottingham	858-0189	Jaime Nomen
14	Frank Alvarez	9285 Nottingham	858-2163	Frank A. Vasquez
15	PETRO BERHA	9251 Nottingham	858-1530	P.R.
16	FECTOR DIAZ	9277 Nottingham	269-3171	Fector Diaz
17		9272 Nottingham		
18		9274 Nottingham		
19	Jose Castorena	9276 Nottingham	859-1496	Jose Castorena
20	ROSEMARY ALVAREZ	9278 Nottingham	790-1539	Rosemary Alvarez
21	Josefina Rodriguez	9280 Nottingham	872-0734	Josefina Rodriguez
22	Michelle + Liza	9284 Nottingham	840-2756	Michelle + Liza
23	Delia Calles	9286 Nottingham	859-0044	Delia Calles
24	Pedro Moreno	9290 Nottingham	858-5894	Pedro Moreno

April 20, 2004

Dear Neighbor,

Lancaster Elementary School is planning a Book Parade for Thursday, May 13, 2004, to celebrate " El Día de los Niños; El Día de los Libros. The parade route will be through your neighborhood during the morning hour. We plan to start parading at 9:00 am and finish by 10:30 am. We have asked city government officials for permission to close the streets affected by the parade route. In order for the City of El Paso to issue street closure permits, we must notify all residents affected by the street closures. Please help us in obtaining these permits by completing and signing the acknowledgment below. Thank you for your cooperation and support!

Sincerely,  
Faculty and Staff

	A	B	C	D
	Resident's Name	Resident's Address	Phone #	Resident's Signature
1				
2	Patricia Ramirez	9298 Nottingham	790-2815	Jalisco Kenny
3	Gloria Rivera	9300 Nottingham	790-0705	Stan Ruck
4	TANYA MONTANEZ	9300 NOTTINGHAM	790-9101	Ja ya montez
5	WILLIAMS LINDA	9294 NOTTINGHAM	852-5161	Linda Williams
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24				

For Office Use Only

Event: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

\$15.75 Fee Paid: 0411905-1 04/30/2004 003 11

\$21.00

City Council Hearing: MAY 11, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

Sun Metro has no objection to  
the event.

L. Lujan 5-3-04

PERMIT

EVENT: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

LOCATION BLOCK OFF ELGIN DR. BETWEEN SPALDING WAY & BRANDYWINE RD.,  
BRANDYWINE RD. BETWEEN ELGIN & NOTTINGHAM DR.  
PARADE: 9230 ELGIN, BRANDYWINE, NOTTINGHAM, ESCELSIOR &  
SCHOOL PLAYGROUND

DATE OF EVENT: MAY 13, 2004 FROM 8:00 A.M. TO 10:30 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

May. 3, 2004 7:33AM CITY OF EL PASO

No. 5270 P. 5/12

## For Office Use Only

Event: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY\$15.75 Fee Paid: 0411905-1 04/30/2004 003 11

\$21.00

City Council Hearing: MAY 11, 2004

## Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

*Jim* 44 F905 FOR 902

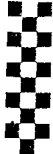
PERMITEVENT: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

LOCATION BLOCK OFF ELGIN DR. BETWEEN SPALDING WAY & BRANDYWINE RD.,  
BRANDYWINE RD. BETWEEN ELGIN & NOTTINGHAM DR.  
PARADE: 9230 ELGIN, BRANDYWINE, NOTTINGHAM, ESCELSIO &  
SCHOOL PLAYGROUND

DATE OF EVENT: MAY 13, 2004 FROM 9:00A.M. TO 10:30A.M.City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR



For Office Use Only

Event: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

\$15.75 Fee Paid: 0411905-1 04/30/2004 003 11

\$21.00

City Council Hearing: MAY 11, 2004

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

Traffic Has No Objection To Proposed  
Event Traffic Control By Police Officers  
& Per Submitted Plan.  
5/6/04

PERMIT

EVENT: LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY

LOCATION BLOCK OFF ELGIN DR. BETWEEN SPALDING WAY & BRANDYWINE RD.,  
BRANDYWINE RD. BETWEEN ELGIN & NOTTINGHAM DR.  
PARADE: 9230 ELGIN, BRANDYWINE, NOTTINGHAM, ESCELSIOR &  
SCHOOL PLAYGROUND

DATE OF EVENT: MAY 13, 2004 FROM 9:00 A.M. TO 10:30 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: **LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK PARTY**

\$15.75 ☐ Fee Paid: **0411905-1 04/30/2004 003 11**  
\$21.00 ☐ Date

City Council Hearing: **MAY 11, 2004**  
Date

Copy To:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Traffic & Trans. Dept.  
☒ Highway Department  
☐ Street Department

**Comments:**

The El Paso Police Department has no objections with this event.

The Department will police the event with 4 officers and 4 vehicles.

Estimated cost to city: \$225.00 Estimated cost to applicant: \$75.00

**PR 04-040**

**PERMIT**

EVENT **LANCASTER ELEMENTARY SCHOOL BOOK PARADE BLOCK**

LOCATION: BLOCK OFF ELGIN DR., BETWEEN SPALDING WAY AND BRADEWINE RD., BRANDYWINE  
RD BETWEEN ELGIN & NOTTINGHAM DR.  
PARADE: 9230 ELGIN, BRANDYWINE, NOTTINGHAM, ESCELSIO & SCHOOL  
PLAYGROUND

DATE OF EVENT: **MAY 13, 2004 FROM 9:00 A.M. TO 10:30 A.M.**

CITY COUNCIL ACTION: Approve Disapprove Approve w/ Mod

Date Permit Issued: Permit No.:

Building Permits & Inspections Director

JOE WARDY  
MAYOR



## CITY COUNCIL

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN COOK  
DISTRICT NO. 4

DANIEL S. POWER  
DISTRICT NO. 5

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY COBOS  
DISTRICT NO. 8

### THIS IS NOT A PERMIT

May 5, 2004

Lancaster Elementary School  
Angela A. Garcia  
9230 Elgin Dr.  
El Paso, Texas 79936

FROM: BUILDING PERMITS & INSPECTIONS

SUBJECT: Application for use of City Streets/Sidewalks (in connection with a Parade, Walk, Run, etc.)

THIS IS ONLY A RECOMMENDATION FROM BUILDING PERMITS & INSPECTIONS TO THE MAYOR AND COUNCIL. THEY WILL MAKE FINAL DETERMINATION AT THE CITY COUNCIL MEETING, MAY 11, 2004 AT 9:00 A.M. WE RECOMMEND A REPRESENTATIVE BE PRESENT TO ANSWER ANY QUESTIONS THAT CITY COUNCIL MAY HAVE.

#### REQUEST:

Lancaster Elementary School to block off Elgin Dr. between Spalding Way & Brandywine Rd; Brandywine Rd. between Elgin & Nottingham Dr. on May 13, 2004 from 8:30 a.m. to 10:00 a.m. for a book parade. Parade route: Start at 9230 Elgin Dr. to Brandywine, turn right on Brandywine Rd., to Nottingham, turn right on Nottingham to Excelsior Rd. and finish at the school playground at 9230 Elgin. Approximately 800 persons will take part and 100 spectators are anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 6) [Angela A. Garcia] Permit No. 04-040

#### RESPONSES:

NO OBJECTIONS FROM FIRE, SUN METRO, AND TRAFFIC/ENGINEERING. THE EL PASO POLICE DEPARTMENT HAS NO OBJECTIONS WITH THIS EVENT. THE DEPARTMENT WILL POLICE THE EVENT WITH 4 OFFICERS AND 4 VEHICLES. ESTIMATED COST TO CITY: \$225.00 ESTIMATED COST TO APPLICANTS: \$75.00. THE OFFICE OF BUILDING PERMITS & INSPECTION RECOMMENDS APPROVAL.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

**R. ALAN SHUBERT, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**